**Review Report Sprint 1**

**26/05/2025 – 02/06/2025**

Group ID: **05**

Project Name: **SoulNote**

Prepared by: **Huỳnh Văn Sinh**

Team members:

23127262- **Lý Quốc Thạnh** *Team Leader – Implementor – Business Analyst*

23127109- **Nguyễn Lê Quang** *Implementor – Business Analyst – Tester*

23127109- **Huỳnh Văn Sinh** *Implementor – Designer – Tester*

23127485- **Phạm Quang Thịnh** *Implementor – Business Analyst – Designer*

23127515- **Nguyễn Tấn Văn** *Implementor – Designer – Tester*

1. **What went well**

* Team members proactively shared their progress and supported one another.
* The Use-case Model and detailed specifications were completed on time.
* The sprint helped improve everyone’s understanding of the system flow and SoulNote’s structure.
* Task management tools (Google Sheet, Zalo, GitHub) were used more effectively than in the previous sprint.

1. **What went wrong**

* Some members were not familiar with how to describe use-cases in detail, leading to repeated revisions.
* Initial task distribution was unbalanced, causing workload issues for certain members.

1. **Problems and causes**

* **Problem:** Miscommunication led to incorrect task execution.  
  **Cause:** Lack of proper meeting notes and confirmation after discussions.
* **Problem:** Delays in some documentations.  
  **Cause:** Some members were not familiar with the formatting templates and had to learn and revise several times.

1. **What Can Be Done Differently**

* Clearly define task objectives and expected outcomes, and provide template references at the start.
* Conduct short daily check-ins (via group chat) to share individual progress.
* Allocate tasks more evenly to avoid overloading certain members.

1. **Lessons Learned**

* Each team member must be more proactive in asking, clarifying, and confirming tasks.
* Agreeing on common formats early helps reduce wasted time later.
* Completing use-case specifications early supports smoother development in UI, database, and backend phases.

**Review Report Sprint 2**

**02/06/2025 – 15/06/2025**

Group ID: **05**

Project Name: **SoulNote**

Prepared by: **Nguyễn Lê Quang**

Team members:

23127262- **Lý Quốc Thạnh** *Team Leader – Implementor – Business Analyst*

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1. **What went well**

* Revised Vision and Project Plan documents were completed with highlighted updates and revision history as required.
* Sprint 2 backlog was clearly planned and evenly assigned to all members with estimated effort.
* Use-case diagrams were effectively designed using draw.io, and aligned closely with the functional requirements.
* Team collaboration improved, with daily check-ins being implemented successfully.
* Members showed better understanding and fluency in writing use-case specifications based on the feedback from Sprint 1.

1. **What went wrong**

* Some estimated efforts in the Sprint 2 backlog were not realistic and had to be adjusted mid-sprint.
* Diagram formatting inconsistencies led to rework in the use-case specification document.
* A few members struggled with breaking down complex flows into alternate flows properly.
* Some proposed feature ideas were interesting but lacked clarity on how to implement them during this sprint.

1. **Problems and causes**

* Problem: Task estimation inaccuracies.

Cause: Members lacked past references to estimate technical tasks precisely.

* Problem: Use-case diagram formatting had to be redone.

Cause: Team did not align on a unified design standard before implementation.

* Problem: Some use-case specifications lacked clarity in alternate flows.

Cause: Limited experience with writing complex conditional logic.

* Problem: Some proposed features could not be implemented immediately.

Cause: Technical requirements were not clearly defined, and the team lacked sufficient knowledge to implement them within a short sprint timeframe.

1. **What Can Be Done Differently**

* Review and discuss estimation strategies in advance to improve accuracy.
* Set clear visual design guidelines for diagrams at the beginning of the sprint.
* Conduct peer reviews for all use-case specifications before submission.
* Maintain a shared example library for templates and completed use-cases.

1. **Lessons Learned**

* Having a common structure and formatting agreement early saves time later.
* Estimation becomes easier with more shared knowledge and task history.
* Peer review is a powerful tool to detect issues early in documentation.
* Visual tools and written specs should be reviewed together to ensure consistency.